



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SIGN WRITER	31	G	9.741

DEFINITION OF THE CLASS:

Under general supervision of the Sign Production Supervisor, lays out and produces specialized highway signs for the Department of Transportation on a statewide basis using measuring and drawing instruments, hand tools, and brushes; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Reviews work orders to ensure requests for specialized signs such as destination signs, warning signs, and construction signs comply with federal and state standards. Plans the layout of the sign using the design drafted by the Traffic Design Division or a sketch from a highway maintenance supervisor as a guide and calculates the size and spacing required for the letters, numbers, and design which will comprise the sign.

Prepares patterns for specialized designs in preparation for transferring the design to the sign blank. This includes using an opascope to trace a symbol, such as a recreational and cultural interest area symbol, at the size required to fit the sign onto stencil paper; cutting the pattern out of the stencil paper and using the pattern to cut the design from reflective sheeting material. Incumbent also draws designs by hand on paper and uses a pounce wheel to create a pattern; beats a pounce pad against the stencil to transfer the pounce pattern to stencil paper or a sign blank; and either cuts the design from reflective sheeting or hand paints the design. Files patterns for future use.

Prepares letter, numbers, corner radiuses and borders required for the sign by using a die stamp and dies to stamp out the required part from reflective sheeting or hand cuts the required part from reflective sheeting with an xacto knife. Maintains work area and equipment in a clean and safe condition.

Affixes letters, numbers, and designs by pressing them on the sign blank following the layout and making adjustments to ensure that the sign appears visually correct; hand paints symbols on sign blanks when necessary.

Provides lead work supervision to sign production shop personnel including training, work assignment, and work review.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of sign fabrication and silk screening methods and procedures. Working knowledge of federal and state requirements regarding uniform traffic control devices, standard alphabets and standard highway signs. Working knowledge of agency and division rules, policies and procedures regarding sign production shop operations and safety.

Ability to train staff and assign and review work.

Skill in hand lettering on materials other than metal. Skill in silk screen printing and sign fabrication.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials, tools and equipment used in sign writing. Ability to write sufficient to prepare work orders, requisition supplies, and letter signs. General knowledge of sign fabrication and silk screening methods and procedures.

Ability to read sufficient to read and interpret work orders, manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment. Ability to establish and maintain cooperative working relationships with co-workers and agency staff. Ability to take measurements and make mathematical calculations necessary to layout projects.

Skill in sketching designs and symbols and pattern making. Skill in preparing layouts and hand lettering. Skill in safely operating, maintaining, and repairing the equipment and tools used in sign writing.

EDUCATION AND/OR WORK EXPERIENCE:

I

Three years of supervised skilled experience (such as an apprenticeship) in sign writing or a related field which included layout work, sketching designs, pattern making, stencil cutting, lettering, and painting symbols and designs; OR

II

An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.741
7/1/91P
11/29/90PC